

The Maryland-National Capital Park and Planning Commission

Class Code 2047

CLASS TITLE: PROGRAM/FACILITY MANAGER AIDE I, GRADE N04

CHARACTERISTICS OF THE CLASS:

Under general supervision/direction, performs responsible program and/or facility management duties in assisting management staff or managing a small program and/or facility. An incumbent in this class may be assigned to work in any of the following operational areas: General Maintenance, Enterprise, Interpretation and Conservation, Parks and Recreation, etc.

EXAMPLE OF DUTIES THAT ARE CHARACTERISTIC OF THE CLASS:

Assists full-time managers at facilities such as pool, ice rink, nature center, regional park, tennis complex, airport, etc., in overseeing the day-to-day operation of the facility; inspects the facilities constantly for cleanliness and the elimination of any possible safety or sanitation hazards; prepares daily bank deposit slips and check receipts; participates in the formulation of facility operational procedures; supervises intermittent staff; performs and directs program registration for Commission facilities; parks and fuels aircraft; operates air traffic control radio; maintains supplies related to an airport operation; assists in the supervision of work crews.

Plans and directs activities at a small camp such as camp for pre-school children where individualized attention to the participants is necessary; supervises intermittent staff.

MINIMUM QUALIFICATIONS:

College degree in appropriate field is desirable, and limited supervision and management experience is necessary for jobs involved in assisting in the management and supervision of a facility or supervising a small program; or an equivalent combination of education and experience equal to entry-level skills and abilities in providing assistance to career staff in supervising and managing a program or facility.